Mechanic quote template

Repair quote layout

QUOTE

[Business name] · ABN [00 000 000 000] · Repairer licence [number and state]
[Workshop address] · [Phone] · [Email]

Quote number: Q-[0000]
Date: [date]
Valid until: [date]

Customer: [Name] · [Mobile]
Vehicle: [Make, model, year] · Rego [ABC123] · Odometer [____ km]
Customer reported: [squealing from the front when braking]

THE WORK

1. Logbook service at [____ km] to the maker's schedule, using parts that meet the maker's standards
2. Replace front brake pads and machine or replace front rotors
3. Road test

PARTS

Engine oil, [grade], [____ L]	$____
Oil filter, [brand, part number]	$____
Air filter, [brand, part number]	$____
Front brake pads, [brand, part number]	$____
Front rotors x 2, [brand, part number]	$____

LABOUR

Logbook service	$____
Front brakes, pads and rotors	$____

NOT INCLUDED

• Any other faults found during the service (we'll ring you for approval first)
• Wheel alignment, tyres, rego or roadworthy inspection

TOTAL: $____ including GST

PAYMENT

Due when you collect the car. Card or bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

AUTHORITY

We'll only do the work listed above. If we find anything else, we'll contact you with a price and won't start it until you've approved it.

To go ahead, reply to this message or ring [phone].

Extra-work approval (send by text or email mid-job)

[Business name]: extra work found on your [make, model], rego [ABC123]

Hi [name], while doing your service we found [the rear brake hose is cracking and leaking].
We recommend: [replace the rear brake hose and bleed the brakes].
Parts: $____ Labour: $____ Total: $____ including GST
This would bring your total to $____ including GST.

We won't do this work unless you approve it. Reply YES to approve, or NO and we'll finish the original job only.
Quote reference: Q-[0000]

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Mechanic tax invoice template

Mechanic tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Repairer licence [number and state]
[Workshop address] · [Phone] · [Email]

Invoice number: INV-[0000]
Date issued: [date]
Due date: [on collection / date]
Your quote number: Q-[0000]

Bill to: [Customer or business name], ABN [if a business]
Vehicle: [Make, model, year] · Rego [ABC123] · Odometer in [____ km] · out [____ km]

WORK AS QUOTED

Logbook service at [____ km]: labour	$____
Engine oil [grade], [____ L]	$____
Oil filter [part number] x 1	$____
Air filter [part number] x 1	$____
Front brake pads [part number] x 1 set	$____
Front rotors [part number] x 2	$____
Front brakes: labour	$____

EXTRA WORK APPROVED BY [name] ON [date, by text]

Rear brake hose [part number] x 1	$____
Brake fluid, bleed: parts and labour	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less parts deposit paid on [date]: $____
BALANCE DUE: $____

Next service due: [____ km or date]

HOW TO PAY

Card on collection, or bank transfer: BSB [000-000], account [00000000], reference INV-[0000]

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